



VILLAGE OF WEST MILWAUKEE  
4755 WEST BELOIT ROAD  
WEST MILWAUKEE, WI 53214  
TELEPHONE (414) 645-1530  
FAX (414) 671-8089  
www.westmilwaukee.wi.gov

**RE:** New businesses potentially moving into the Village of West Milwaukee  
**SUBJECT:** Please see the following list of documents that may be required to be on file at Village Hall.

**Sprinklers and/or Alarm Permit Plans:**

Between the applicant/developer/architect and village inspectors – it is their responsibility to follow up with each other or request additional information in order to determine if sprinkler plans and/or alarm permit plans are required to be updated or installed.

**Occupancy Permit Application:**

**Due:** As soon as possible. Certificate can be on hold for inspections, missing documents, missing signatures, etc. Turning paperwork in late, may delay the opening of a business. Submitting an application for occupancy, does not guarantee approval. **You cannot open for business until you have been given your Certificate of Occupancy!**

**Plan of Operation:**

Include a drawing with detailed site plan (parking, building, landscape, lighting, truck delivery and utilities).

**Conditional Use Permit (CUP Order):**

Not required for all applicants, case by case.

**Due:** Four (4) weeks prior to the Plan Commission meeting (held the 2<sup>nd</sup> Tues. of the month).

**Sign Permit Application:**

Sign permit application form to be filled out, return to Village Hall prior to any signage being put up. All signage (size, color etc) must be Village approved. Your sign may/may not go before the Plan Commission for approval. Plan Commission meets the 2<sup>nd</sup> Tuesday of each month. There should be at least one person in attendance, to represent the new business. If Plan Commission will be reviewing, 15 color copies must be delivered to Village Hall one (1) month prior to the Plan Commission meeting. Each sign is subject to the annual sign license fee. Please contact staff with any questions.

**Building Permits:**

To be filled out and turned in to Village Hall, Attn: Inspection Dept. (costs vary). Due prior to work being done, include but are not limited to: Electrical, HVAC, Plumbing, Signs, Sprinkler & Building. The Uniform Permit form is used for most permits. **Safebuilt can now perform Plan Review for All Commercial buildings (i.e. building, HVAC, electrical, plumbing, sprinkler/fire alarm systems).** Sometimes a "Site Utilities Permit is required (MMSD & Village Engineer creates). As of 1/1/2008 contractors must have proof of insurance and license #, if not, then the homeowner must pull the permit and sign the Cautionary Form. **SAFEBUILT INSPECTION REQUEST LINE 262-420-4732.**

**CSM (Certified Survey Map):**

Not required for all applicants, case by case.

**Due:** As soon as possible. Additional time needed for the Engineer/Planner to review.

**PLANNED UNIT DEVELOPMENT (PUD) Application, if applicable:**

If/when the Village requires the developer to construct improvements, the developer must pay state wages in accordance with the Dept. of Workforce Development (DWD), or indemnify the Village of West Milwaukee accordingly. Developer to sign this same verbiage on page one of occupancy application.

**Food License:**

If a food license will be required, contact the West Allis Health Department at 414-302-8654. They mail out the forms, fees are paid at West Milwaukee Village Hall.

**Beer or Liquor, Tobacco and Amusement Licenses:**

You must contact the Village Clerk, Susan Schupp at 414-645-1530 x124, prior to signing any paperwork.

Should you have any questions, please contact:

Building Inspection Dept Safebuilt: **Lisa Held:** Ph 262-263-9859

Fire Inspector's: **Joe Van Der Linden or Rick Durica:** Ph 414-645-1530 x129

Zoning Administrator & Occupancy: **Theresa Anniuk:** Ph 414-645-1530 x128